

# LES WORKSHEET FOR SEPARATION

(PLEASE PRINT OR TYPE)

MEMBER'S NAME \_\_\_\_\_ SSN \_\_\_\_\_ PAY GRADE / RATE \_\_\_\_\_

(Last)

(First)

(M.I.)

Discharge loss codes

Pay computed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to Sep Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SPD

DOD

D.O.

Phone: ( ) \_\_\_\_ - \_\_\_\_

Separation command: \_\_\_\_\_ DSSN: \_\_\_\_\_ DK/Pay Clerk: \_\_\_\_\_

Name

## LEAVE

1. LSL is only payable under Honorable and General discharges:

2. List last two periods of inclusive leave:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

## LEAVE EARNED

Days	Earned
1 - 6	0.5
7-12	1.0
13-18	1.5
19-24	2.0
25-31	2.5

## LEAVE COMPUTATION

1. Ending leave balance from prior LES: \_\_\_\_\_
2. Leave accrued (less UA/lost time) \_\_\_\_\_
- \*3. Leave used \_\_\_\_\_
4. Leave balance on separation \_\_\_\_\_
5. Excess leave balance on separation \_\_\_\_\_

\* Consider unposted periods of leave (separation leave) and time not served (excess leave/UA) when computing final leave balance. Verify LCN log.

## CREDITS

BAL BF FROM LAST LES OR PREVIOUS MONTHS WORKSHEET (IF POSITIVE)

BASIC PAY

BAQ ( ) IF GOV QTRS VACATED WAS DOC. FWD TO NFC

VHA/OHA ((ZIP CODE \_\_\_\_\_))

CMA THROUGH MONTH OF SEPARATION

BAS/RATS SEP TO 2400 HRS ON DATE OF SEPARATION

CSP/CSPP/FORDU

FSA

SUB PAY/FLIGHT PAY

LEAVE RATIONS

PRO PAY

{CANCELED DOV \_\_\_\_\_ NPR \_\_\_\_\_ DSSN \_\_\_\_\_ DATE \_\_\_\_\_

{CHECKS DOV \_\_\_\_\_ NPR \_\_\_\_\_ DSSN \_\_\_\_\_ DATE \_\_\_\_\_

MISC CREDITS: \_\_\_\_\_

(Description)

LSL [ ] DAYS BASIC PAY {Career Max: 60 days}

LSL [ ] DAYS ALLOWANCES {Saved Leave Only}

## TOTAL CREDITS

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

- ☐ 1. File copies of unposted documents and correspondence concerning unresolved problems in the PFR.
- ☐ 2. Ensure all documents have been annotated on the payroll LES and carried forward to the separation worksheet.
- ☐ 3. Ensure all documents have been forwarded to NAVFINCEN.

Transmittal No. 3067 LOSS

Transmittal No. 3053 /ALLOT

Transmittal No. 3060 / LEAVE

Transmittal No. Doc \_\_\_\_\_

Transmittal No. Doc \_\_\_\_\_

Transmittal No. Doc \_\_\_\_\_

**DEDUCTIONS**

Month of \_\_\_\_\_

Month of \_\_\_\_\_

Month of Separation \_\_\_\_\_

BAL BF FROM LAST LES OR PREVIOUS MONTHS WORKSHEET  
(IF NEGATIVE)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

SGLI THROUGH MONTH OF SEPARATION

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

FICA

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

SITW 4% (LSL, SEP PAY, SEV &amp; CONTRACT CANCELLATION PAY)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

SITW PAYPERSMAN Appdx H, SDSPROMAN Table 7-2-1 State Code( )

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

FITW 20%(LSL, SEP PAY, SEV &amp; CONTRACT CANCELLATION PAY)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

FITW PAYPERSMAN Appdx G, SDSPROMAN Table 7-1-7 Exmpt Stat( )

\$

\_\_\_\_\_

\$

\_\_\_\_\_

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\_\_\_\_\_

ADVANCED LEAVE RATIONS

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

INDEBTEDNESS (REMAINING BALANCE)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

(See item 1. below)

ADVANCE PAY (REMAINING BALANCE)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

BONUS RECOUPMENT (TYPE: \_\_\_\_\_ )

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

(See item 2. below)

FORFEITURE OF PAY TO DISCHARGE DATE

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

UA CHECKAGE

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

EXCESS LEAVE (NO. OF DAYS CHECKED \_\_\_\_\_ )

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\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

BAS OR RATS SEP CHECKAGE

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

DEPENDENTS DENTAL PLAN (STOPS MONTH PRIOR TO SEPARATION)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

MISCELLANEOUS DEDUCTIONS

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

(description)

ALLOTMENTS: Indicate month of last deduction.

TYPE \_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

Ensure Navcompt 3053 has been forwarded to NAVFIN-  
CEN to stop ALLOTMENTS except those carried for-  
ward into retirement. If afloat, and in port CONUS and  
uncertain that allotments have been stopped contact  
nearest PSD or deduct the allotments. See item 3. below.

TYPE \_\_\_\_\_

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UNCONSIDERED PAYMENTS BF FM LES ANNOTATIONS

NPR \_\_\_\_\_ DSSN \_\_\_\_\_ DATE PD \_\_\_\_\_ DOV \_\_\_\_\_

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**TOTAL DEDUCTIONS**

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

**AMOUNT UNDERPAID/OVERPAID CF**

(CREDITS - DEDUCTIONS)

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

**FINAL PAYMENT (IF UNDERPAID)**

NPR \_\_\_\_\_ DSSN \_\_\_\_\_ DATE PD \_\_\_\_\_ DOV \_\_\_\_\_

\$

\_\_\_\_\_

**OR****TOTAL OVERPAID AT DISCHARGE** (IF OVERPAID, NO ADDITIONAL PAYMENTS CAN BE MADE).

\$

\_\_\_\_\_

**ITEM**

1. Ensure any suspended waiver checkage, court martial fines, and non-consent indebtedness checkages are deducted in full.
2. If member is separated early and recoupment of bonus is required compute and enter type of recoupment.
3. Does member owe remaining amount on "L" allotment, if so a QN type payment must be made or the member must make repayment arrangements with Navy Relief.

**CHECKLIST**

MEMBER'S SSN

- ☐ 1. Delete from DDS, if applicable. Verify last DDS payment (DDS stop date) from MMPA Section JMPI, if available. If unknown, contact nearest PSD.
- ☐ 2. If member is in a disciplinary status, contact local NEX for any unpaid Health and Comfort issues or bad checks.
- ☐ 3. Provide the member with a blank travel claim and instruction sheet on how to complete the claim and where to mail for payment.
- ☐ 4. The original NAVCOMPT 2272 for retired / retained members should have been forwarded to NAVFINCEN Code 6316 at least 30 days prior to separation. If not, forward immediately under separate cover. \*\* DO NOT INCLUDE IN PFR! \*\*
- ☐ 5. Place a copy of the separation NAVCOMPT 3067 in the PFR. Send an additional copy of the NAVCOMPT 3067 to NAVFINCEN Code 6316 Retired Pay Department for Fleet Reservists/Retired members.
- ☐ 6. Ensure member's ATM account has been closed and the ATM card returned.
- ☐ 7. Does member have savings bonds held in safekeeping? To request savings bonds, see PAYPERSMAN Para. 60508, SDS PROMAN Para. B60508.
- ☐ 8. Using the following MMPA sections, SDS Commands with MMPA access should verify that transactions are reflected on the LES or annotated thereon.
- Outstanding Transaction File (JMPO)                      Payment Section (JMPC)
- Leave Section (JMPE)                      Entitlement Section (JMPB)                      Allotments (A195)
- ☐ 9. Ensure the separation worksheet has been filed in the PFR prior to forwarding the PFR to NAVFINCEN.

**AUDIT**

Ensure member has been deleted from the local payroll system.

Verify outstanding payments and/or documents on UMIDS/ SDS listings.

DK / PAY CLERK

(Signature)

AUDITOR/DATE

(Signature)

**REASON FOR OVERPAYMENT**

If member is being discharged in an overpaid status, provide the reason for overpayment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_**MEMBER CERTIFICATION**

I have read, understand and received a copy of the computations shown above. I understand that they represent a field level analysis and not a final resolution. It has been explained to me that a final computation of my pay account will be conducted by the Navy Finance Center (Code 644). I understand that the totals shown on this worksheet could change due to information which was not known by the local DK/PSD/PSA at the time this worksheet was computed. I have been notified to keep the Navy Finance Center advised of my current address in order to facilitate timely correspondence regarding the status of my pay account. I have been advised that under authority of 5 U.S.C. 5514, if determined to be overpaid at separation, I will receive notification of my debt from the Navy Finance Center. I have been advised that payment in full is expected within 30 days of notification and can be made by check, money order, Visa or Mastercard.

(Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_